

City of York Board of Architectural Review
Minutes
October 7, 2019

Members present:

Acting Chairperson Gene Gaulin
Linda Lowman
Diane Hanlon
Quinn Witte
A. Lee McLin

Members absent:

Beth Bailey
Gary Stewart

Others present:

Zoning Administrator Blackston
(see sign-in sheet)

Acting Chairperson Gaulin called the meeting to order at 6:30 p.m.

The first item of business was approval of the draft Minutes from the September 9, 2019 meeting. Upon a Motion by Linda Lowman, seconded by A. Lee McLin, the Board unanimously approved the Minutes as submitted.

The second item of business was consideration of a certificate of appropriateness (COA) application for a roof replacement at 217 Kings Mountain Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Linda Lowman, seconded by Quinn Witte, the Board unanimously conditionally approved the application to replace the roof with architectural shingles (pristine pewter color) and remove 3 chimneys.

The third item of business was consideration of a certificate of appropriateness (COA) application for window signage for Worthy Handcrafts located at 7 North Congress Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Linda Lowman, the Board unanimously conditionally approved the sign application stating it can take up no more than 20% of the window space, that signage may only be placed on one window, and store hours and phone number may be placed on the door.

The fourth item of business was consideration of a certificate of appropriateness (COA) application for freestanding signage for the York County Regional Chamber of Commerce located at 23 East Liberty Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously conditionally approved the application for signage as long as it mimicked the shape and acorn decorative additions of the sign recently approved for the McCelvey Center in white, did not have a City of York rose logo, was a maximum of 5 feet tall, and the applicant obtained Board of Zoning Appeals special exception approval.

The fifth item of business was consideration of a certificate of appropriateness (COA) application for a detached garage addition and other renovations for property located at 218 East Liberty Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by A. Lee McLin, seconded by Quinn Witte, the Board unanimously conditionally approved the application stating that only approved materials listed in the HDCDS may be used, vinyl siding is prohibited.

The sixth item of business was discussion of potential revisions to the historical guidelines to allow certificate of appropriateness review by City staff in specified situations.

By affirmation, the Board stated they felt comfortable with staff approving the following scenarios as long as the Board was informed of any approvals at a subsequent meeting:

1. Window decals/lettering subject to the following requirements:
 - a. Font families that are appropriate to the district are: Arial, Courier, Garamond, Helvetica, Old English, Optima, Sanserif, Script, Stencil, Times, Times New Roman and Zurich.
 - b. Lettering and graphics must be painted or have vinyl lettering that is plotter cut and of premium cast high performance vinyl (life expectancy of eight (8) years).
 - c. Signs in windows shall not cover more than twenty (20) percent of a window or five (5) percent of the wall façade (whichever is less).
2. Fencing subject to the following requirements:
 - a. Located in the rear yard of the property
 - b. Maximum height of 6 feet
 - c. Must be constructed of wood, aluminum, or wrought iron.

The Board indicated that other scenarios will likely be added to this list in the near future.

There being no further business, the meeting was adjourned at 7:35 pm.

Respectfully submitted,

Amanda Blackston
Zoning Administrator

cc: File, Board of Architectural Review 10/7/19
Seth Duncan, City Manager